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Disabled American Veterans  
Membership System User Manual  
for  
Members

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## Basic Web Application Usage

### Full Screen Mode

The membership application user interface has been designed to take advantage of as much screen space as possible and minimize scrolling. This requires the internal user to be in Full Screen Mode. To enter Full Screen Mode strike <F11> on the keyboard. To leave Full Screen Mode strike <F11> again.

### Tabbing

Navigation through the page can be accomplished through the use of the <TAB> key on the keyboard. In most cases tabbing is left to right, top to bottom and follows the same order as data entry would from printed forms.

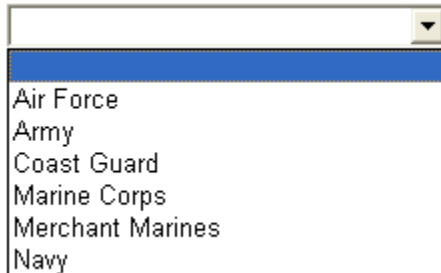
<TAB>	Move the cursor forward one screen element
<SHIFT><TAB>	Move the cursor backward one screen element

### Pull Down Menus

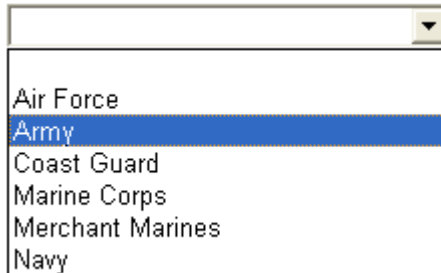
Pull down menus allow the user to select from a list of many options.



A pull down menu with no value selected.



A pull down menu with the list expanded.



A pull down list with the desired value selected.



A pull down list with the selection complete.

When selecting from long pull down menus, such as State or Country, it is possible to jump to the selected value using only the keyboard. For example, using the pull down menu above as an example we want to select Merchant Marines without using the mouse. With the cursor on the pull down menu hit the <M> key twice. The first strike of the <M> key brings up Marine Corps. The second strike of the <M> key brings up the next value in the list beginning with an 'M'. In our example this is Merchant Marines.

Also note that while on a pull down menu striking the <ENTER> key will not affect any buttons on the screen associated with the key. The user must tab out of the pull down menu before striking <ENTER>.

### Radio Buttons

Radio buttons are used when selection values are unique. In other words, the user may only select one value in the list.

☒ Male ☐ Female ☐ Unknown

When the user tabs into a list of radio buttons they may move from button to button using the left and right arrow keys on the keyboard. To select a button press the <SPACE BAR> while the cursor is on the desired button.

**WARNING:** Once the user makes a selection in a list of radio buttons they will not be able to turn the selection off. They may change the selection to another button but will be required to have a selection.

### Check Boxes

Check boxes are used when selection values can contain more than one value. In other words, the user may select as many of the check boxes as desired.

☒ Member  
☐ Net Prospect

When the user tabs into a list of check boxes they may move from box to box using the <TAB> key. To select a box press the <SPACE BAR> while the cursor is on the desired box.

### Calendars and Dates

Capturing dates correctly is very important to the system. When entering the date it must be in one of the following formats:

mm/dd/yyyy	eg: 03/23/2003
mmddyyyy	eg: 03232003

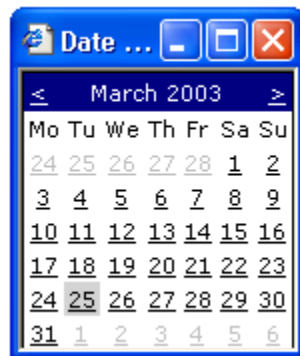
It may be useful to use the following keyboard shortcuts:

Today's Date	<.>
Next Day	<+>
Previous Day	<->

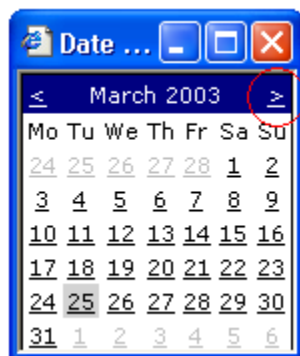
It is also possible to bring up a calendar in order to select the date. To bring up a calendar use the mouse to click on the calendar icon following the field. You may also tab out of the date field and onto the calendar icon and hit <ENTER> to open the calendar. The calendar icon is shown below.

Date of Birth  

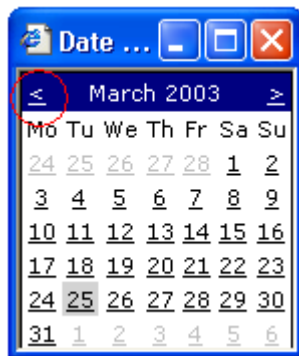
The following is an example of the calendar that appears:



To advance forward one month click on the arrow to the right of the Month and Year as shown below:



To go back one month click on the arrow to the left of the Month and Year as shown below:



To select the desired date simply click on the day.

### Tool Tips

Almost every field in the application has an associated Tool Tip. Tool tips appear when the mouse is left to hover briefly over the field. The tool tip then appears revealing important information concerning the field. Move the mouse away from the field and the tool tip disappears.

## Member Login

### Overview

To access the Membership System, you need to go to the website address: [www.davmembers.org](http://www.davmembers.org). The following login screen will display:

HOME SEARCH SITEMAP FEEDBACK MAGAZINE

**DAV** Disabled American Veterans **Members**  
Building Better Lives for America's Disabled Veterans

New Members Sign On

Help

**Login**

- Your **Membership #** can be found on the mailing label of your DAV magazine as shown in the image below. You can also find your Membership Number on your DAV Membership Card.
- The default **Password** is your birthdate (M/D/YYYY), and you will be taken to a screen to change your password after you login for the first time. (i.e. 4/16/1967 , 12/1/1967)

Membership #  Password

If you are NOT a DAV Member - Click one of the following links below to fill out an application or select the "New Members" menu option on the left.

[Join the Disabled American Veterans](#) [Join the Disabled American Veterans Auxiliary](#)

*DAV Magazine Label example*

##BXNRLLD## *****CAR-RT LOT**C-054
##0025 1318 9780 9194## 050261018547
JOHN Q SMITH 107490
3725 ALEXANDRIA PIKE 7342/31
COLD SPRING KY 41076 - 0301

Secured by thawte  
click to verify

### Usage

Type in your membership number and password. The default password is your birth date (MM/DD/YYYY), and you will be taken to a screen to change your password the first time you login. If you are not a member, clicking on the **Join the Disabled American Veterans** link will take you to a membership application.




## Change Password

### Overview

You will be prompted with this screen automatically the first time you login so that you can change your default password to a new unique password. You may also access this screen from the **Maintain Information** menu, if you decide to change your password again.

HOME SEARCH SITEMAP FEEDBACK MAGAZINE

**DAVA** Disabled American Veterans Auxiliary **Members**  
Building Better Lives for America's Disabled Veterans

 New Members  
Request for Information  
Make/Receive Payments  
Maintain Information  
Sign Off

**User Information**

*Note: If you have been taken to this page automatically, you **MUST** change your password.*

Membership #	1600112401314	Member ID	12401314
Date of Birth	8/25/1967		
Last Name	Somebody-one	First Name	Joe

**Change Password**

Passwords must be at least 6 characters long and can be any letter or number (but no special characters).  
Passwords ARE case sensitive.

Old Password

New Password  Confirm New Password

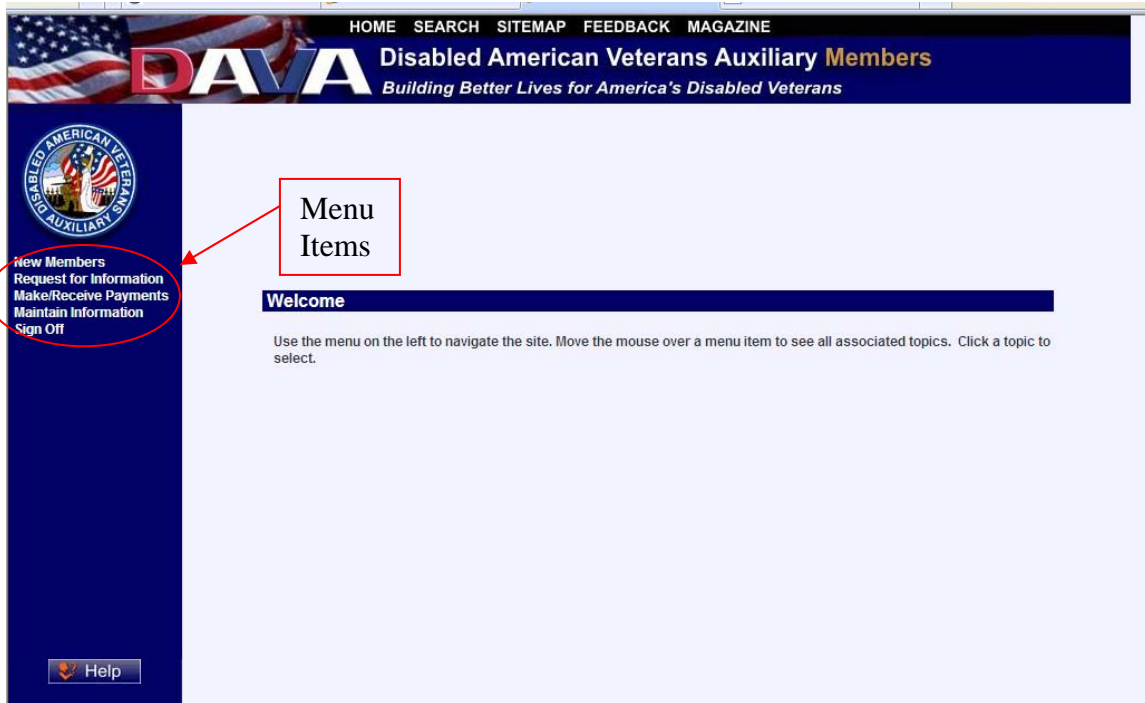
### Usage

To change your password, type your passwords in the required fields and press **Submit**.  
**Note:** Passwords must be at least 6 characters long and can be letters or numbers, but no special characters. **Passwords are case sensitive.**

## Welcome

### Overview

Once you have successfully logged in, the **Welcome** screen will display. On the left, in the blue, you will be able to access menu items.



## DAV Online Application

### Navigation

From the **New Members** menu, select **DAV Online Application**.



### Overview

The screen allows you to enter a membership application.

**Application for Membership**  
Fields marked \* require an entry.

**Step 1 --- Your Information**

Title

First Name \*

Middle Name

Last Name \*

Suffix

Street Address1 \*

Street Address2

City \*

State \*

Zip (+4) \*

Country

Daytime Phone

Email Address

Spouse's First Name

Gender \* ☐ M ☐ F ☐ O

Date Of Birth (mm/dd/yyyy) \*

Social Security #

**Step 2 --- Membership Information**

Service Branch

Date Enlisted (mm/dd/yyyy) \*

Date Discharged (mm/dd/yyyy) \*

Rank

Membership Eligibility ☐ Disabled ☐ Gassed ☐ Injured ☐ Other ☐ Prisoner of War ☐ Purple Heart ☐ Wounded

Disabilities ☐ Amputee ☐ Blind ☐ Hearing Impaired ☐ Other

## Usage

Type all member information in the appropriate fields. The pull-down menu for Rank is determined by the Service Branch selected.

If the applicant does not know the Chapter Number, they may perform a Chapter lookup by clicking on the Chapter Preference field label. Once they have determined the Chapter number using the lookup function, they can return to the application by clicking the back button on their browser and enter it in the appropriate field.

When adding foreign addresses, set the State to 'XX' and the Zip Code to '00000'.

Once all information has been entered, click on **Submit** to submit the application information. A confirmation screen will display:

**Membership Application Information Verification**

Please review and verify the following membership application information is correct. If the information is correct click OK to submit, otherwise, click Cancel to return to previous screen to edit.

**Step 1 --- Your Information**

Membership #:	1601912401514
Title:	
First Name:	Johnny
Middle Name:	
Last Name:	Hopkins
Suffix:	
Street Address1 :	105 Lincoln Dr.
Street Address2 :	
City:	Highland Heights
State:	KY
Zip (+4):	41076
Country:	USA
Daytime Phone:	
Email Address:	
Spouse's First Name:	
Gender:	M
Date Of Birth :	3/26/1956
Social Security #:	

**Step 2 --- Membership Information**

Service Branch:	
Date Enlisted:	11/3/2009
Date Discharged:	1/27/2010
Rank:	
Membership Eligibility:	
Disabilities:	
I Receive:	
VA Claim #:	
% of Disability:	
Chapter Preference:	19
Department:	KENTUCKY
Sponsor Membership #:	
Donor:	N

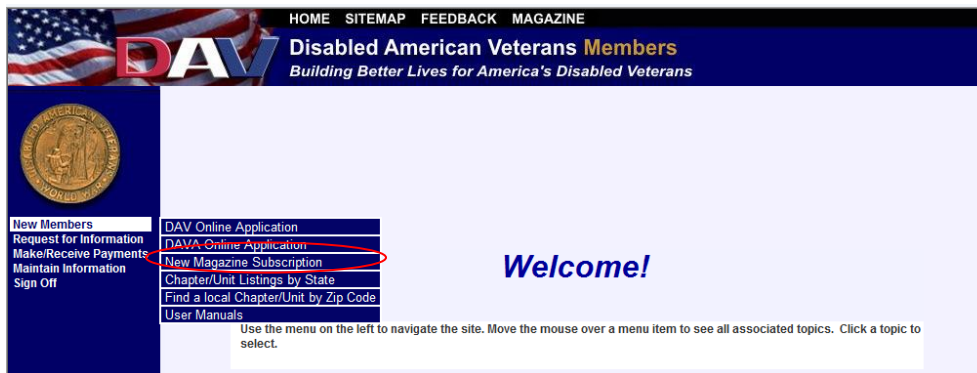
**Step 3 --- Payment Information**

Click on **OK** if the information is correct, or click on **Cancel** to return to the previous screen to make edits.

## New Magazine Subscription

### Navigation

From the **New Members** menu, select **New Magazine Subscription**.



### Overview

The purpose of this screen is to accept paid magazine subscriptions.

A screenshot of the "Application for Magazine Subscription" form on the DAV website. The form is divided into three main sections: "Application for Magazine Subscription", "Contact Information", and "Payment Information".  
**Application for Magazine Subscription:** Includes fields for "# Copies" (1), "Subscription Year(s)" (1), "Title" (Mr.), "Suffix" (Sr.), "Last Name" (Somebody-one), "First Name" (Joe), and "Middle Name" (E).  
**Contact Information:** Includes fields for "Street Address 1" (3725 Alexandria Pike), "Street Address 2", "City" (Cold Spring), "State" (OH), "Zip (+4)" (41076), "Country" (USA), and "Home Phone" (859-441-7300).  
**Payment Information:** Includes fields for "Last Name (On Card)" (Somebody-one), "First Name (On Card)" (Joe), "Middle Initial (on Card)" (E), "Amount" (15), "Card Type", "Card #", "Exp. Date", "Address" (3725 Alexandria Pike), and "Zip (+4)" (41076).  
At the bottom, there is a "Secured by" logo, a "Help" button, and "Submit" and "Back" buttons.

## Usage

Specify the number of copies, subscription duration in years, name, address and credit card information. When adding foreign addresses set the State to 'XX' and the Zip Code to '00000'.

When finished entering all information, click on **Submit**. A confirmation screen will display:

The screenshot shows the DAV website interface. At the top, there is a navigation bar with links: HOME, SEARCH, SITEMAP, FEEDBACK, and MAGAZINE. Below this is the DAV logo and the text 'Disabled American Veterans Members' and 'Building Better Lives for America's Disabled Veterans'. On the left side, there is a sidebar with a 'New Members' section containing links: 'Request for Information', 'Make/Receive Payments', 'Maintain Information', and 'Sign Off'. The main content area is titled 'Application for Magazine Subscription Confirmation'. It contains three sections: 'Application for Magazine Subscription Confirmation', 'Contact Information', and 'Payment Information'. The 'Application for Magazine Subscription Confirmation' section has fields for '# Copies' (1), 'Subscription Year(s)' (1), 'Title' (Mr.), 'Last Name' (Somebody-one), 'Suffix' (First Name), 'Sr' (Joe), 'Middle Name' (E), and 'E'. The 'Contact Information' section has fields for 'Street Address 1' (3725 Alexandria Pike), 'Street Address 2', 'City' (Cold Spring), 'State' (OH), 'Country' (USA), 'Home Phone' (858-441-7300), 'Zip (+4)' (41076), and 'Zip (+4)' (41076). The 'Payment Information' section has fields for 'Last Name (On Card)' (Somebody-one), 'First Name (On Card)' (Joe), 'Middle Initial (on Card)' (E), 'Amount' (\$15.00), 'Card Type' (Visa), 'Card #' (5555-5555-5555-5555), 'Exp. Date' (07/11), 'Address' (3725 Alexandria Pike), and 'Zip (+4)' (41076). At the bottom right of the form, there are 'OK' and 'Back' buttons. A 'Help' button is located at the bottom left of the sidebar.

Application for Magazine Subscription Confirmation					
# Copies	1	Subscription Year(s)	1		
Title	Mr.	Suffix	Sr	Middle Name	E
Last Name	Somebody-one	First Name	Joe		

Contact Information					
Street Address 1	3725 Alexandria Pike				
Street Address 2					
City	Cold Spring	State	OH	Zip (+4)	41076
Country	USA	Home Phone	858-441-7300		

Payment Information					
Last Name (On Card)	Somebody-one	First Name (On Card)	Joe	Middle Initial (on Card)	E
Amount	\$15.00	Card Type	Visa	Card #	5555-5555-5555-5555
Exp. Date	07/11				
Address	3725 Alexandria Pike		Zip (+4)	41076	

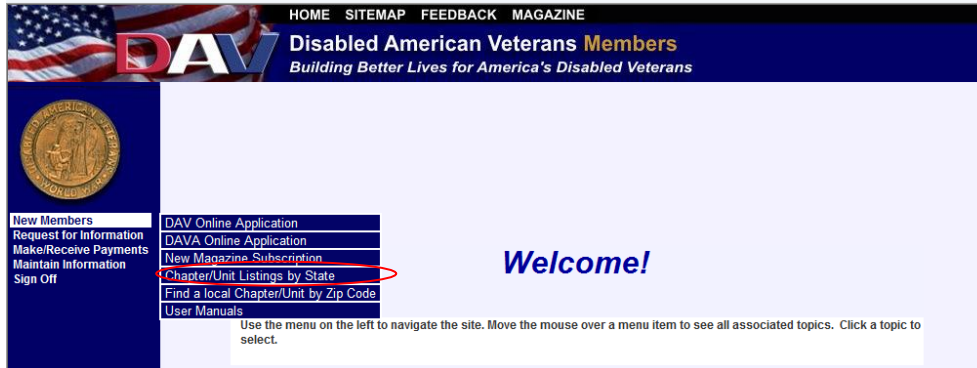
OK Back

Click on **OK** if the information is correct, or click on **Back** to return to the previous screen to make edits.

## Chapter/Unit Listings by State

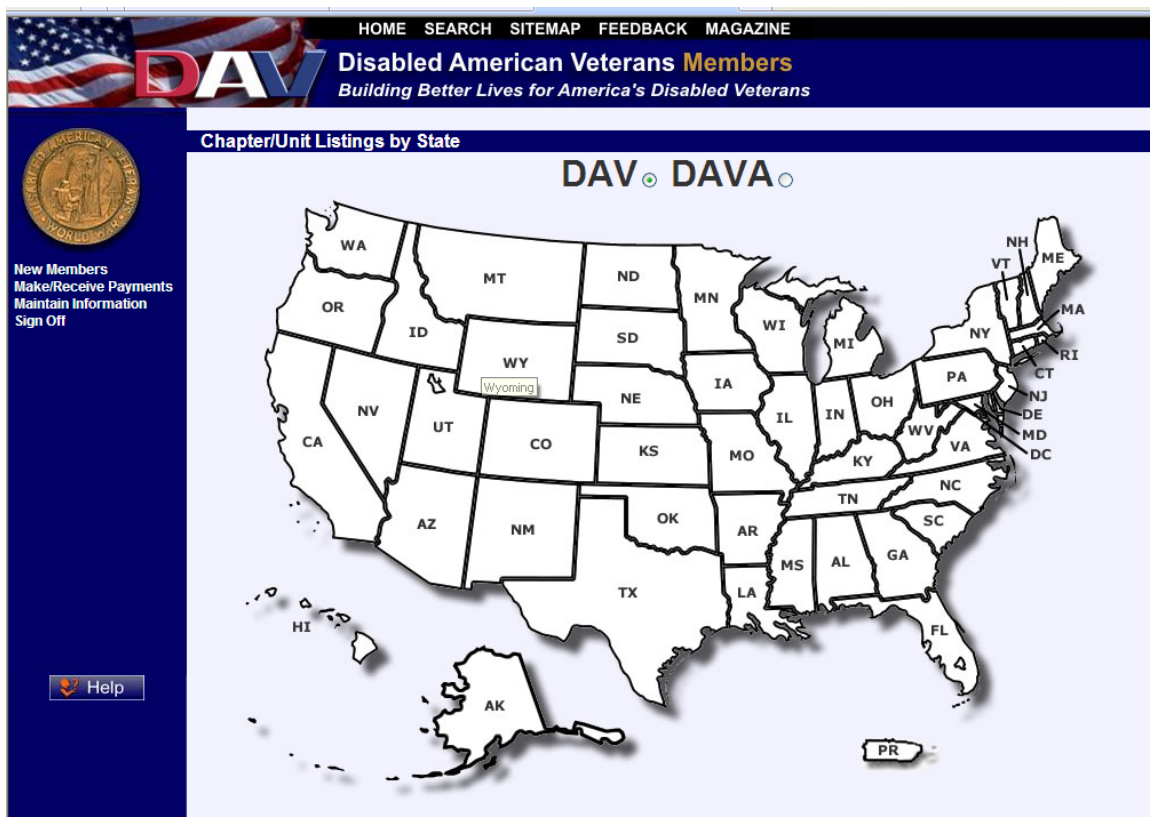
### Navigation

From the **New Members** menu, select **Chapter/Unit Listings by State**.



### Overview

The purpose of this screen is to display the chapters or units that have members residing in the selected state. The results of the screen can be used to place a member into a chapter/unit or to send meeting information via email.





## Usage

Select whether to look for DAV Chapters or DAVA Units. Next, click the appropriate state. The result set is then displayed on the same page in the following format:



[HOME](#)
[SEARCH](#)
[SITEMAP](#)
[FEEDBACK](#)
[MAGAZINE](#)

**Disabled American Veterans Members**  
*Building Better Lives for America's Disabled Veterans*



[New Members](#)  
[Make/Receive Payments](#)  
[Maintain Information](#)  
[Sign Off](#)

[Help](#)

**Chapter/Unit Listings by State**

[Show Map](#)

**Kentucky - Chapter Information**

		CITY	ZIP	NAME	ADDRESS	TELEPHONE	MEETING TIME
<a href="#">Map</a>	<a href="#">Website</a>	Alexandria	41001	ALEXANDRIA #148	3205 US 27 VFW	859-781-7956	1st Wednesday, 7:00 PM
<a href="#">Map</a>	<a href="#">Website</a>	Auxier	41602	BIG SANDY #18	Auxier Volunteer Fire Dept	606-889-8629	1st 3rd Friday, 6:00 PM
<a href="#">Map</a>	<a href="#">Website</a>	Beaver Dam	42320	OHIO COUNTY #11	124 Young St Wagon Wheel	270-274-3584	2nd Monday, 6:30 PM
<a href="#">Map</a>	<a href="#">Website</a>	Belfry	41514	BELFRY #141	Belfry Courthouse	304-475-4760	3rd Saturday, 2:00 PM
<a href="#">Map</a>	<a href="#">Website</a>	Benton	42025	BENTON #118	Mike Miller Park	270-354-6393	3rd Friday, 1:00 pm
<a href="#">Map</a>	<a href="#">Website</a>	Berea	40403	R.BAILEY MEM #160	Sr Citizens Center on Jefferson St	859-986-5357	2nd Tuesday, 6:30 PM
<a href="#">Map</a>	<a href="#">Website</a>	Booneville	41314	OWSLEY COUNTY #21	Owsley Co Courthouse	606-593-6423	1st Monday, 7:00 PM
<a href="#">Map</a>	<a href="#">Website</a>	Brownsville	42210	WAND B DOYLE #32	123 Washington Street	270-597-3133	1st Thursday, 6:00 PM
<a href="#">Map</a>	<a href="#">Website</a>	Cold Spring	41076	NORTHERN KENTUCKY #19	3725 Alexandria Pike	859-491-4415	3rd Tuesday, 7:00 PM
<a href="#">Map</a>	<a href="#">Website</a>	Columbia	42728	ADAIR COUNTY #72	Basement of Chamber of Commerce Building	270-384-3594	5th Monday, 6:30 PM
<a href="#">Map</a>	<a href="#">Website</a>	Corbin	40701	CORBIN #22	Darrell Lane	606-549-5722	2nd Tuesday, 6:00 PM
<a href="#">Map</a>	<a href="#">Website</a>	Cumberland		MOUNTAIN TRAILS #53	VFW	606-848-0555	1st Tuesday, 7:00 PM
<a href="#">Map</a>	<a href="#">Website</a>	Dawson Springs	42408	DAWSON SPRINGS #163	Dawson Springs Community Center	270-797-8605	4th Monday, 7:00 PM
<a href="#">Map</a>	<a href="#">Website</a>	Elizabethtown	42701	ELIZABETHTOWN #3	404 S Mulberry St	270-769-1083	2nd Thursday, 7:00 PM
<a href="#">Map</a>	<a href="#">Website</a>	Falmouth	41040	FALMOUTH #26	Subway Shelby St	859-654-3483	2nd Friday, 7:00 PM
<a href="#">Map</a>	<a href="#">Website</a>	Franklin	42134	FRANKLIN #125	823 N Main St VFW	270-586-8916	1st Monday, 7:00 PM
<a href="#">Map</a>	<a href="#">Website</a>	Ft Campbell	42223	SCREAMING EAGLES #101	Sportmans Lodge	931-552-9208	3rd Wednesday, 6:00 PM
<a href="#">Map</a>	<a href="#">Website</a>	Glasgow	42141	GLASGOW #20	DAV Clubhouse Hwy 1297 Old B G Rd	270-361-9010	4th Tuesday, 6:00 PM
<a href="#">Map</a>	<a href="#">Website</a>	Grayson	41164	GRAYSON #147	Hood St Senior Center	606-286-0505	2nd Tuesday, 6:00 PM
<a href="#">Map</a>	<a href="#">Website</a>	Hazard	41702	HAZARD #64	165 Industrial Dr	606-439-3812	1st Friday, 6:00 PM
<a href="#">Map</a>	<a href="#">Website</a>	Hindman	41822	KNOTT COUNTY #171	Highway 550 South	606-642-3038	1st Thursday, 7:00 PM

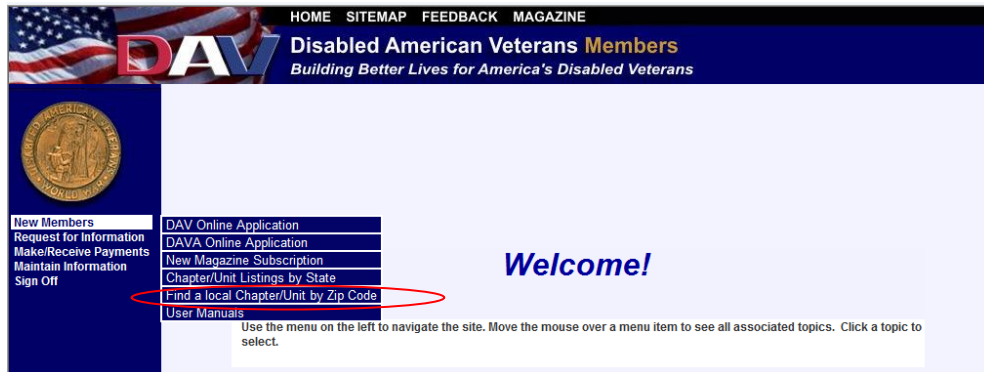
Contact information is provided, as well as meeting time and address. To view the chapter's website, click the **Website** link. To view a map of the office's location, click the **Map** link.



## Find a local Chapter/Unit by Zip Code

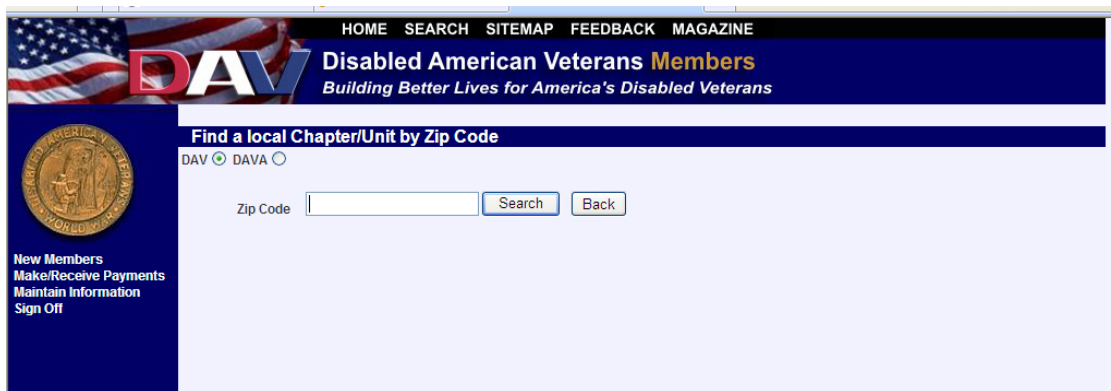
### Navigation

From the **New Members** menu, select **Find a local Chapter/Unit by Zip Code**.



### Overview

The purpose of this screen is to display the chapters or units that have members residing in the zip code entered. The results of the screen can be used to place a member into a chapter or to send meeting information via email.



## Usage

Select whether to look for DAV Chapters or DAVA Units. Enter the zip code and click on Search (the zip code is required). The result set is then displayed on the same page in the following format:

**Find a local Chapter/Unit by Zip Code**

DAV ☒ DAVA ☐

Zip Code:

	Chapter/Unit Number	Number of Members	Address	Phone #	Meeting Day and Time	
<a href="#">Website</a>	155	1948	8733 LaGrange Rd , Smithfield, KY 40068	502-743-5312	1st Monday, 7:00 PM	✉
<a href="#">Website</a>	89	1355	810 Barret Ave , Louisville, KY 40204	812-283-3237	2nd Tuesday, 6:30 PM	✉
<a href="#">Website</a>	19	750	3725 Alexandria Pike , Cold Spring, KY 41076	859-491-4415	3rd Tuesday, 7:00 PM	✉
<a href="#">Website</a>	156	660	230 Freedom Way , Radcliff, KY 40160	270-351-3666	4th Thursday, 7:30 PM	✉
<a href="#">Website</a>	149	529	10880 Hwy 44 E East Bowling Ctr , Mt Washington, KY 40047	502-492-1598	2nd Wednesday, 7:00 PM	✉
<a href="#">Website</a>	162	258	Science Hill , Science Hill, KY 42553	606-379-0100	5th Thursday, 7:30 PM	✉
<a href="#">Website</a>	150	227	702 Front St , Vanceburg, KY 41179		2nd Tuesday, 7:00 PM	✉
<a href="#">Website</a>	148	110	3205 US 27 VFW , Alexandria, KY 41001	859-781-7956	1st Wednesday, 7:00 PM	✉
<a href="#">Website</a>	26	75	Subway Shelby St , Falmouth, KY 41040	859-654-3483	2nd Friday, 7:00 PM	✉

Clicking on the email icon (envelope at the end of each row) brings up the name of the office in an email:

Disabled American Veterans Chapter Information - Message (HTML)

Message Insert Options Format Text

Clipboard Basic Text Names Include Options Proofing

To:

Cc:

Subject: Disabled American Veterans Chapter Information

HENRY COUNTY

Simply address the email to the desired recipient and send the email.

## Payment Submission

### Navigation

From the **Make/Receive Payments** menu, select **Payment Submission**.



### Overview

The purpose of this screen is to accept payments against one or more memberships held by a single member.

HOME SEARCH SITEMAP FEEDBACK MAGAZINE

**DAVA** Disabled American Veterans **Members**  
Building Better Lives for America's Disabled Veterans

**Credit Card Payment Submission**

Membership # 340019400882  Secured by  [click to verify](#)

New Members  
Make/Receive Payments  
Maintain Information  
Sign Off

Last Name (on Card) Smithers First Name (on Card) Johnny Middle Initial (on Card) D  
Amount 50.00 Card Type MasterCard Card # 4356-3210-1985-4868  
Exp. Date 07/11  
Address 123 Smithsonian Dr. Zip (+4) 41076

Beneficiary Membership #  Secured by  [click to verify](#)  
Sponsor ID or #  
Campaign Code None

### Usage

Enter the Membership number and credit card information. The **Beneficiary Membership** number is optional and allows one person to pay for another person's membership. In the future, the **Campaign Code** will allow you to enter the code located on mailings and dues notices. Once the information is complete, click **Submit**.

A confirmation screen will display:



**Credit Card Payment Confirmation**

Membership #	340019400882				
Last Name (on Card)	Smithers	First Name (on Card)	Johnny	Middle Initial (on Card)	D
Amount	\$ 50.00	Card Type	MasterCard	Card #	4356-3210-1985-4868
Exp. Date	07/11				
Address	123 Smithsonian Dr.			Zip (+4)	41076
Beneficiary Membership #					
Sponsor ID					
Campaign Code	None				

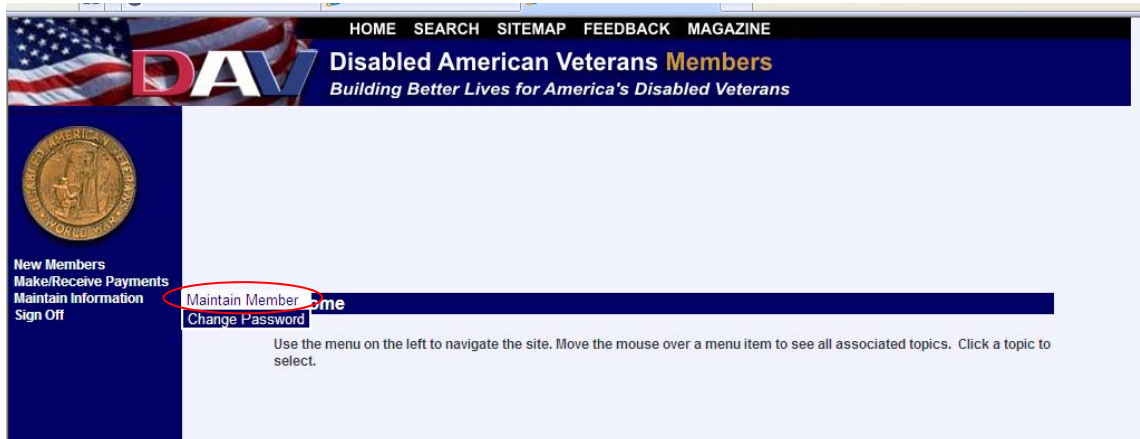
OK Back

Click on **OK** if information is correct or return to the previous screen to make edits.

## Maintain Member

### Navigation

From the **Maintain Information** menu, select **Maintain Member**.



### Overview

The purpose of this screen is to maintain and update your member information.

A screenshot of the "Member Information" form for Joe E. Somebody-one. The form is titled "Member Information for Joe E. Somebody-one - 1600112401314". It contains various fields for personal information, including Title (Mr.), Last Name (Somebody-one), First Name (Joe), Middle Name (E.), Date of Birth (8/25/1967), Gender (M), Ethnicity, Marital Status (Unknown), and Spouse information. There is a "Service Record" section with a "New" dropdown menu and fields for Start of Service, Service Branch, End of Service, Era, Rank, and Disability. Below this are checkboxes for "I Receive" (VA Comp, VA Pension, Service Retirement) and "Eligibility" (Disabled, Gassed, Injured, Other, Prisoner of War, Purple Heart, Wounded). The form also includes sections for "Armed Forces Expeditionary Medal" (Congo, Grenada, Lebanon, Libyan, Mayaguez, Panama, Persian Gulf, Quemo and Matsu Isl., El Salvador, Taiwan, Vietnam/Thailand) and "Navy Expeditionary/Marine Corps Medal" (Cuba, War on Terror, Indian Ocean/Iran, Lebanon, Libyan, Panama, Persian Gulf, Iranian/Yemen/Indian Ocean). There are also checkboxes for "Other Medals" (Army Occup. of Austria, Army Occup. of Berlin, Afghanistan Campaign, Army Occup. of Germany, Army Occup. of Japan, Chinese Service Medal, War on Terror, Iraq Campaign, Kosovo Campaign, Navy Occup. of Austria, Navy Occup. of Trieste). The form ends with "Next" and "Update" buttons.

## Usage

Enter any changes to your information by typing them in, or click on the arrow adjacent to the field to access a dropdown list of choices. To switch between a member's service records, use the **Service Record** dropdown. To add a new service record, select **New** from the **Service Record** dropdown list.

When changing the marital status to married, the **Add Spouse** screen will display, allowing the operator to enter the spouse information.

This is the **Add Spouse** screen:

HOME SEARCH SITEMAP FEEDBACK MAGAZINE

**DAV** Disabled American Veterans **Members**  
Building Better Lives for America's Disabled Veterans

**Add Spouse**

Is spouse a member of DAV/DAVA? ☐ Yes ☒ No

**Spouse Information**

Last Name  First Name  Middle Name   
Title  Suffix  Date of Birth   
Gender ☐ M ☐ F ☐ U Ethnicity

**Contact**

Street Address 1  PO Box 1903  Street Address 2   
City  Cincinnati  State  OH  Zip (+4)  45201-1903   
Country  USA  Home Phone  513-651-3205

Once all spouse information is complete, click on the **Add** button to add the information to the Member's profile. The following screen will display, reflecting the updated spouse information:



## MEMBERSHIP SYSTEM USER MANUAL – MEMBERS

The screenshot shows the 'Member Information for William J. Howard - 340019400882' screen. The header includes navigation links: HOME, SEARCH, SITEMAP, FEEDBACK, MAGAZINE. The DAV logo is prominent, with the tagline 'Building Better Lives for America's Disabled Veterans'. On the left, a sidebar contains links: New Members, Make/Receive Payments, Maintain Information, Sign Off, and a Help button. The main form area is divided into sections: Member Information, Spouse Information, Service Record, and Medals. The Member Information section includes fields for Title, Last Name (Howard), First Name (William), Middle Name (J.), Date of Birth (12/23/1948), Gender (M), Marital Status (Married), Nickname, Ethnicity, and Donor status (No). The Spouse Information section includes fields for Spouse Last Name (Sue), Spouse First Name (Betty), Spouse Middle Name (H), and Spouse Date of Birth. The Service Record section includes Start of Service (5/19/1969), Service Branch (Army), End of Service (12/21/1970), Era (Vietnam), Rank, and various checkboxes for VA benefits and disabilities. The Medals section includes checkboxes for Armed Forces Expeditionary Medal, Navy Expeditionary/Marine Corps Medal, and Other Medals. A red box highlights the Spouse Information section. The bottom right has 'Next' and 'Update' buttons.

From this **Member Information** screen, clicking on the **Next** button takes the operator to the second page of **Maintain Member**, which will display contact information.

The contact screen displays in the following format:

The screenshot shows the 'Contact 20421506' screen. The header is identical to the previous screen. The sidebar on the left includes links: New Members, Request for Information, Make/Receive Payments, Maintain Information, Sign Off, and a Help button. The main form area is divided into sections: Campaign/Expedition Medals Awarded, Armed Forces Expeditionary Medal, Navy Expeditionary/Marine Corps Medal, Other Medals, and Contact Information. The Contact Information section includes fields for Street Address 1 (3725 Alexandria Pike), Street Address 2, City (Cold Spring), State (OH), Zip (+4) (41076), Country (USA), Address Type (Home), Start Date, End Date, Home Phone (859-441-7300), Work Phone, Mobile, E-Mail (BHoward@davmail.org), Preferred Method of Contact (Mail), and Address Status (Claimed). A red box highlights the '+ New Contact' button. The bottom right has 'Previous', 'Next', and 'Update' buttons.

You may correct any contact information and click **Update**.

To add a new contact, click on the **New Contact** (see circled item above) and the **New Contact** screen will display:

HOME SEARCH SITEMAP FEEDBACK MAGAZINE

**DAV** Disabled American Veterans **Members**  
Building Better Lives for America's Disabled Veterans

New Members  
Make/Receive Payments  
Maintain Information  
Sign Off

Campaign/Expedition Medals Awarded

Armed Forces Expeditionary Medal:

☐ Congo ☐ Grenada ☐ Lebanon ☐ Libyan ☐ Mayaguez ☐ Panama ☐ Persian Gulf ☐ Quemoy and Matsu Isl. ☐ El Salvador

☐ Taiwan Straits ☐ Vietnam/Thailand

Navy Expeditionary/Marine Corps Medal:

☐ Cuba ☐ War on Terror ☐ Indian Ocean/Iran ☐ Lebanon ☐ Libyan ☐ Panama ☐ Persian Gulf ☐ Iranian/Yemen/Indian Ocean

Other Medals:

☐ Army Occup. of Austria ☐ Army Occup. of Berlin ☐ Afghanistan Campaign ☐ Army Occup. of Germany ☐ Army Occup. of Japan ☐ Chinese Service Medal

☐ War on Terror ☐ Iraq Campaign ☐ Kosovo Campaign ☐ Navy Occup. of Austria ☐ Navy Occup. of Trieste

**+ Contact 9365882**  
**- New Contact**

Street Address 1  Street Address 2

City  State  Zip (+4)

Country  Address Type

Start Date  End Date  Fax

Home Phone  Work Phone  Mobile

E-Mail

Address Status

Preferred Method of Contact

[Insert Contact](#) [Cancel Insert](#)

When you have finished entering all contact information, click on **Insert Contact** and then click on **Update**. Click on **Next** to access the last page of **Maintain Member**.

This second page is for editing contact information. Click on **Next** to access the last page of **Maintain Member**.



This is the last page of **Maintain Member**:

HOME SEARCH SITEMAP FEEDBACK MAGAZINE

**DAV** Disabled American Veterans **Members**  
Building Better Lives for America's Disabled Veterans

**Armed Forces Expeditionary Medal:**

Campaign/Expedition Medals Awarded

☐ Congo ☐ Grenada ☐ Lebanon ☐ Libyan ☐ Mayaguez ☐ Panama ☐ Persian Gulf ☐ Quemoy and Matsu Isl. ☐ El Salvador

☐ Taiwan Straits ☐ Vietnam/Thailand

**Navy Expeditionary/Marine Corps Medal:**

☐ Cuba ☐ War on Terror ☐ Indian Ocean/Iran ☐ Lebanon ☐ Libyan ☐ Panama ☐ Persian Gulf ☐ Iranian/Yemen/Indian Ocean

**Other Medals:**

☐ Army Occup. of Austria ☐ Army Occup. of Berlin ☐ Afghanistan Campaign ☐ Army Occup. of Germany ☐ Army Occup. of Japan ☐ Chinese Service Medal

☐ War on Terror ☐ Iraq Campaign ☐ Kosovo Campaign ☐ Navy Occup. of Austria ☐ Navy Occup. of Trieste

**Membership Status For William Howard - Membership #** 8400882 - Dept 34 - Chap 1

Status Type: Active Inactive Date: Years Delinquent: 0

Account Type: Membership Full Life

Card Issue Date: 07/24/2006 Card Expiration Date: Balance Paid In Full: 2

Convention Bound: No Convention Date: Re-issue Card: New Member: 1

Sponsor ID or #: 1552398 Years of Membership: 4

**Transfer Request**

Transfer to Department: Transfer to Chapter/Unit: Transfer Request Date: Transfer Status: Transfer

**Member Payment**

Last Payment Date	07/21/2006	Last Payment Amount	205.00	Method of Payment	Check
Total Paid	230.00	Payment Status	Processed	Prepaid # of years	
Life Date	12/07/2005	Life Amount	230.00	Balance	0.00
Amount Discounted	0.00	Amount Forgiven	0.00		
		# of Remaining Payments	0		

Make Payment

Previous Update

You can request a transfer from one chapter to another chapter from this screen by selecting the desired department from the dropdown menu and clicking on **Transfer**.

You can click on **Make Payment** to access the **Payment Submission** screen.

Clicking on the **Previous** button takes the operator to the previous page of **Maintain Member**.

When finished entering all information, press **Update** to submit and update the member information.

